

UNCLASSIFIED

VACANCY ANNOUNCEMENT

USAID/CAIRO

Number: 7	Subject: VACANCY (Mission Employees only)	Date: June 2, 2016
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Position Title:	Secretary
Position Number:	70-02
Duration:	One year with options to renew
Organization:	USAID/ Office of Economic Growth
Salary Potential:	FSN-7
Application Deadline:	June 19, 2016
Salary Range for a Fully Qualified Candidate:	Starts at LE 91,819 Gross Per Annum This amount includes Taxes

BASIC FUNCTION OF POSITION:

The position serves as the Secretary for the Office of Economic Growth (OEG), one of three technical offices in USAID/Egypt. The incumbent provides various executive, administrative, and clerical services in support of the Office and its three teams: Agriculture; Economy, Trade and Investment; and Tourism. The Office includes 18 staff, of which 5 are USDH and 13 are FSNs, and has planned yearly obligations of about \$45.6 million from FY 2012-2016. In addition to serving as the Office Director's personal secretary, the incumbent coordinates the secretarial and administrative workload for the entire office.

MAJOR DUTIES AND RESPONSIBILITIES:

1. Maintains the Office Director's appointment calendar, and schedules activities, appointments, and meetings with and for him/her. Ensures that necessary briefing materials for planned activities are prepared and organized, and provides Office of Economic Growth (OEG) officers with available briefing papers for revision and/or updating, when needed. Makes travel arrangements for the Director and prepares travel requests and travel vouchers. Receives visitors and telephone calls, provides information and relays messages. **25%**
2. Relays instructions and information to all EG staff on a variety of subjects including, for example, personnel evaluation reports, vacation schedules, the use of computers and supplies, etc. **10%**
3. Drafts correspondence and directives pertaining to non-technical matters for the signature of the Office Director. Types all correspondence, reports, evaluations or memoranda drafted by the Director. Maintains and updates handbooks, directives, mission orders, staff notices and administrative notices. **10%**

4. Coordinates the administrative workload of the Office's four Program Assistants; ensures that the flow of business in the Office is carried out in a smooth and organized manner and priorities are met; and makes arrangements for clerical support assistance in emergency situations. **15%**
5. Provides guidance and instruction to the OEG staff in preparation of correspondence, vouchers, project and related papers; provides guidance in establishment, maintenance and retirement of files; preparation of time and attendance records; conducts training sessions for Program Assistants for improvement of style, accuracy, etc. **10%**
6. Notifies the Executive Office of newly arrived contractors working with OEG (address, project responsibility, USAID counterparts, etc.) and upcoming TDYers. Reviews and screens all office requests for procurement of equipment, supplies, furnishings and services. Ensures that all requests are properly justified. Serves as the point of accountability for USAID property, including all office equipment and furnishings. **10%**
7. Designs and maintains paper flow (communications) system and procedures to assure timely distribution of action assignments and information. Monitors implementation of these procedures and introduces refinements as necessary. Serves as the control point for all such correspondence, ensuring that deadlines are observed, follows up on delinquent actions. Serves as the liaison between EG and Mission Communication and Records staff. Identifies administrative bottlenecks or poor communications within EG which impede the effective operations of the Directorate. Develops solutions and recommends action to supervisors; follows through on implementation of new or revised procedures. **10%**
8. Schedules OEG general staff meetings in consultation with the Office Director. Informs key personnel to ensure all EG staff are aware of timing and place of staff meetings. Attends general mission staff meetings, takes notes, and brings the Office up-to-date on current events within the Mission. Attends other meetings, as needed, and summarizes for the Director substance of these meetings. **10%**

REQUIRED/DESIRED QUALIFICATIONS:

- A. **Education:** Completion of secondary school, preferably from an English language school, is required. Diploma in secretarial studies, or a BA is highly desirable.
- B. **Prior Work Experience:** Two to three years of executive secretarial experience with an English-speaking organization required.
- C. **Post Entry Training:** As needed, courses in computer software applications, USAID correspondence and filing, and similar courses.
- D. **Language Proficiency:** Level IV (fluent) in English and Arabic is required.
- E. **Knowledge:** Thorough knowledge of general office management procedures and practices, and filing systems required. Knowledge of, or the potential to quickly learn, USAID regulations and procedures, Mission organizational structure and functional responsibilities, and USAID correspondence and filing regulations and procedures. Knowledge of the nature of

the USAID Program, and of key USAID and GOE officials desirable.

- F. **Skills and Abilities:** At least level II (40 wpm) English typing, with a high degree of accuracy, is required. Skill in operating PCs, typewriters, and other office equipment required. Proficiency in using basic computer software applications and functions (MS Word, Excel, Power Point and Access) is required. Ability to take dictation is desirable. A pleasant personality, tact, and courtesy in dealing with senior USAID and GOE officials required. Ability to work under pressure with speed and accuracy, patience, adaptability, initiative, resourcefulness and mature judgment.

POSITION ELEMENTS:

- A. **Supervision Received:** Works under the direct supervision of the OEG Office Director. The incumbent takes the initiative in prioritizing assignments, and accomplishing all assigned work.
- B. **Available Guidelines:** USAID secretarial manual, USAID Handbooks, Mission Orders and Notices, standard Mission procedures, etc.
- C. **Exercise of Judgment:** Exercise judgment in prioritizing work and in organizing the secretarial workload of the Directorate, in scheduling meetings and appointments, in directing visitors and/or callers to appropriate staff, etc.
- D. **Authority to Make Commitments:** commits the Office Director's time for the attendance of meeting/appointments, and, as delegated by the Office Director, can make other commitments.
- E. **Nature, Level, and Purpose of Contacts:** contacts with USAID officials at all levels, with GOE officials at senior levels, including Ministers, and with VIP visitors to schedule appointments/meetings, to relay or obtain information, etc.
- F. **Supervision Exercised:** N/A.
- G. **Time Required to Perform Full Range of Duties After Entry into the Position:** Six months.

SELECTION CRITERIA:

CATEGORY	SCORING PERCENTAGE
Education/academic requirement*	15
Experience*	20
Language Proficiency*	25
Knowledge*	20
Skills & Abilities*	20
TOTAL	100%

* As per details reflected under Qualifications above.

RECRUITMENT PROCEDURES AND GUIDELINES:

Applications or Resumes must include the month, year and company name of employment for all experience or the experience cannot be considered.

Candidates must provide in the application or in their CVs names of family members working in the Mission.

Qualified candidates who are interested in this vacancy should apply by submitting an **up-to-date CV with a cover letter detailing how they are qualified for the position as part of the application**, quoting the position number, to USAID Human Resources Office, by no later than COB of the application deadline noted above. Applications can be submitted via e-mail to usaidhr@usaid.gov, inter-office mail, or by fax to 25160388 (submissions made in any other way will be disregarded). The CV and attachments must not in all cases exceed five pages. The USAID HR Office will disregard any submissions exceeding five pages and/or those received after the deadline.

Mission employees are not eligible to apply for a vacant position during their three month probationary period. The Mission mandatory retirement age is 60 years.

The evaluation and selection process usually takes two to three months after the deadline. Shortlisted applicants are invited for tests and/or interviews during this time frame. Due to the high volume of applications, only candidates who are seriously being considered for a position are contacted for an interview. Please do not contact HR for a status report on your application once your application has been acknowledged. Interviewed candidates will normally be advised of the outcome of the selection process after a period of about four weeks.

If a selected applicant does not meet all the qualifications listed in the position description, s/he will be normally appointed to an appropriate trainee grade level, below the position grade.

In determining the appropriate salary, no salary adjustments will be made for fringe benefits such as uniforms, free airline tickets, free medicine or company products, life/medical/accident insurance policies, transportation, meal allowance, or other similar company benefits provided by former employers. Applicants with prior U.S. Government service may receive salary adjustments at the grade level of the position, to match highest previous USG salary levels in a relevant field. The USAID Human Resources and Contracting Officers determine the appropriate salary rate.

SOFT COPIES OF THIS VACANCY ANNOUNCEMENT ARE AVAILABLE ON THE USAID MISSION INTRANET, UNDER JOB OPPORTUNITIES. HARD COPIES CAN ALSO BE OBTAINED FROM THE USAID HR OFFICE OR THE US EMBASSY HR OFFICE.

Priority will be given to qualified FSNs who have been involuntarily RIF'ed.

It is the U.S. Government policy to prohibit discrimination on the basis of race, color, religion, national origin, handicap or gender.

Samia Joseph
USAID/Human Resources Officer